



Study Room & AV Room Policy

Study Room and AV Room Signup

The library offers four study rooms and one Audio-Visual (AV) Room for use by community members. Study rooms are available on a first come, first served basis. The AV Room may be reserved up to seven (7) days in advance of use. In order to use a room, account holders must display their library card; visitors without library accounts may substitute a current photo ID. All users must complete a Study Room Signup Form to obtain a key.

The AV Room is intended for proctored testing, audio and video editing, film viewing, and other media-related activities. It is also available for a wide range of additional uses consistent with library policy.

Duration

Visitors may use a study room or the AV Room for up to three (3) hours and must share their anticipated end time with staff when completing the Study Room Signup Form. After three hours, time may be extended by Front Desk staff in additional one-hour increments if no one is waiting for the room.

General Expectations

Users are expected to leave rooms in the same general condition as they were found. Please refrain from spraying fragrances. Full meals are not permitted; however, snacks and drinks are allowed in study rooms. Please keep noise levels low, as the walls in this area are not soundproof. Patrons who leave the building, including for restroom breaks, must return their room key to the Front Desk. Users may vacate the room for up to fifteen (15) minutes. If they do not return within that time, staff may clear the room for use by another patron.

Additional AV Room Guidelines

No food is permitted in the AV Room. Beverages must be in covered containers. All computer sessions end fifteen (15) minutes prior to library closing. Users are responsible for saving their work to a personal cloud-based storage account or external device, as files saved to library equipment may be deleted at the end of a session.

Approved by Trustees 2/19/2026